



eLearn Induction Guide

Contents

CONTENTS	1
WHAT IS ELEARN?.....	2
PART A: FIRST STEPS WITH ELEARN	2
LOGIN TO ELEARN	2
HOW DO I CHANGE MY PASSWORD?	2
ELEARN HOME PAGE.....	3
PART B: ESSENTIAL THINGS TO KNOW ABOUT YOUR ELEARN COURSE	5
SECTIONS.....	5
BREADCRUMBS.....	6
BLOCKS.....	6
BACKING UP AND RESTORING YOUR COURSE	7
PART C: CUSTOMISE YOUR ELEARN COURSE	8
USING THE HTML TEXT EDITOR	8
ADD A TEXT HEADING	9
ADD A BANNER HEADING	9
ADD COURSE IDENTIFYING ICON, IMAGE OR TEXT	9
ADD AN ACTIVITY OR RESOURCE	10
ACTIVITIES	10
RESOURCES.....	14
ADD LINK TO A YOUTUBE OR TEACHERTUBE VIDEO	17
PART D: PARTICIPANTS	17
VIEW YOUR PARTICIPANTS LIST	17
MONITOR LEARNER PROGRESS.....	17



eLearn

What is eLearn?

eLearn is a rich online learning environment which gives you a variety of learning experiences.

When you log into eLearn and enter your course, you are presented with a mix of blogs, wikis, forums, links to websites, learning objects, toolboxes, audio, video, quizzes and many others.

It incorporates a Virtual Classroom where you can collaborate with your classmates and teachers. This is much like an online meeting place where you can use chat, share your desktop, show Internet sites and collaborate using the whiteboard.

Part A: First steps with eLearn

Login to eLearn

Enter the following URL into your address bar in your browser: <http://elearn.cit.edu.au>

NOTE: eLearn's preferred internet browsers are Mozilla Firefox and Google Chrome

On the log-in screen, your **Username** is your CIT ID (eg. CIT*****)

Password is initially set to your date of birth in the format of DDMMYY.

Enter your password then click **login**.

Once logged in, you will see the subjects which you are enrolled in.



How Do I Change My Password?

You can change your password via <http://proxy2.cit.edu.au/admin>

NOTE: This link is only available from CIT computers.

Should you require your password to be reset, you can contact the CIT Learning Centre, CIT Student Services, Banner Assist, Online Support or the Shared Services ICT Student Help Desk on (02) 6207 5511.

eLearn Home Page

You should now be on the eLearn home page. This page will display a list of courses you are assigned to on the left, and some information and settings blocks on the right.

To access any of your courses, click on the name of the course on the left.

Getting access to your CRN's¹

Teachers need to be assigned to a session within a CRN in Banner² in order to get access to the CRN in eLearn. Assigning teachers to a CRN will automatically give the teacher access to the CRN in eLearn.

Please speak to your Head of Department to be assigned to your required CRN's in Banner.

Cross-listed CRN's

Cross-listing is used for eLearn where there is more than one class of the same subject. Cross-listing allows all students in the same subject, no matter which class (CRN) they are in, to see the same information on eLearn. Teachers only need to update the information for the subject on eLearn once, not for each CRN. Cross-listing is completed on Banner. Please speak to your Head of Department about cross-listing your CRNs.

Cross-listed courses, and their original (or child) courses both appear on eLearn once you have cross-listed them. To save confusion and to remove the excess courses on your eLearn page, and your students, you can hide these excess courses.

A cross-listed course will appear in eLearn as a course with multiple names and CRN's (see image right). Your child course will have one of the same CRN's, but be by itself. This

USE TRAINING PACKAGES AND ACCR / DESIGN AND DEVELOP LEARNING PR / PLAN, ORGANISE AND DELIVER GRO / PLAN, ORGANISE AND FACILITATE / MAKE A PRESENTATION (XLSPR201210:17235 17236 17237 17239 17238 17240 17241 17242 17245 17243)

is the course you need to hide. To do this, go into the child course and click on **Edit settings** in the **Settings** block. Scroll down to find the **Availability** option and change the drop down to **This course is not available to students**. This will hide this excess course from yourself and your students. More on course settings will be covered further into the document.

If you have a large list of courses, or aren't attached to all the child courses, please contact CIT Online Support and give them the CRN's that need hiding and they will happily do this for you.

If you decide that you no longer require this cross-listed course in eLearn, please remove the code from Banner as CIT Online Support do work through all cross-list codes and hide child courses on eLearn on a weekly basis.

If you have un-cross-listed a course, you will need the child courses to be re-opened on eLearn. Contact CIT Online Support and we will re-open this for you. Please keep in mind that un-cross-listing courses has an effect on your courses and anything students have completed in the course. If you are unsure, contact Banner Assist or CIT Online Support before undertaking this task.

¹ **CRN** - Course Reference Number: The number that defines the class times, rooms and teacher allocated for delivery of a given subject in a semester.

² **Banner** - Banner is CIT's Student Information Management System. It is the official and definitive source of student's personal and academic history. Banner facilitates the end-to-end process of CIT's core business, our students

Navigation Block

The Navigation block will give you access to navigate your way through all of eLearn from any page. From this page, you can access either

- **Home** – this is the eLearn Homepage you will come to when you first log on;
- **My home** – a customisable "dashboard" page for providing users with links to their courses and activities within them, such as unread forum posts and upcoming assignments;
- **My profile** – from here you can view your eLearn profile, access your messages, view any forum posts you have created and more;
- **Courses** – expand this menu to view all the courses you are assigned to in eLearn and navigate to them.

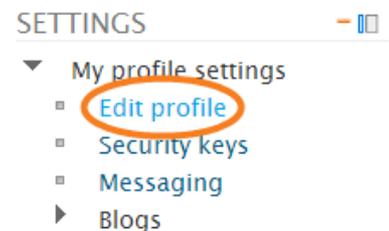
Settings Block

The Settings block gives you access to the settings of your eLearn profile, as well as messaging settings. One of the first things you should do in eLearn is to update your profile.

Customising your eLearn Profile

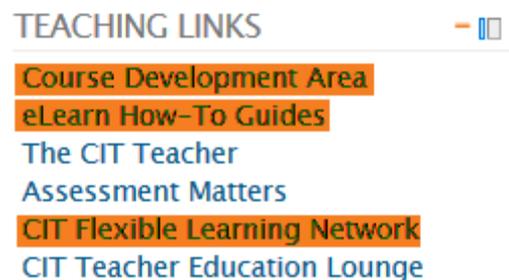
Each person with an eLearn account has a profile which can be seen by other users. You can customise your profile. To update your profile:

- Click on **My profile settings**, then **Edit profile** in the **Settings** block
- Make sure your email address is correct, as you may get assignment, forum and other notifications and messages forwarded to this when you are not logged onto eLearn.



Learning and Teaching Links Block

On the front page, you will also have access to the **Teaching Links** and **Learning Links** block. These blocks have links to various pages of information for both students (such as Student Self Service, Student Email and Library Catalogue), and teachers (such as the CIT Flexible Learning Network, the eLearn How-To Guides and the Course Development Area).



Requesting a Development Course

- To the right of your eLearn home page, you will see a block called **Teaching links**.
- Click on the link for **Course Development Area**
- In the text at the top of the page, there is a button to **Request a Development Course**. Click on this, fill out the form and click **Request a course** button.
- You have now requested a course.
- Once approved by CIT Online Support (or your presenter) you will be able to access this course.



eLearn How-To Guides

In the Teaching links block, you will see a link for eLearn How-To Guides. This page has over 50 guides to help you in all aspects of using eLearn and all of its components. The eLearn guides are the first place you should come to if you are having any issues with eLearn and how to use it. If the guides do not have the answers you are looking for, you should then contact CIT Online Support (phone number and email at the bottom of each guide, including this one).

CIT Flexible Learning Network

This is an area where all CIT staff can share ideas and information about online learning.

Part B: Essential things to know about your eLearn Course

Within your eLearn course there are a couple of different parts of the screen to take notice of. There are the **Sections** (the larger white blocks on the left, most of which will default with the headings Topic 1, etc), the **Blocks** (the smaller blocks on the right), the **Breadcrumbs** (the thin white bar at the top under the header), and another part you may not see yet, which is the **Dock** (see further below).

Sections

Add/remove section/s

You can easily add more sections to your eLearn course.

- Clicking on **Edit settings** in the **Settings** block under **Course administration** box in the right hand column.
- Scroll down the screen and click on the drop down list labelled **Number of weeks/topics**.
- Select the number of topics you need.
- Scroll down the screen and click on **Save Changes**.
- You can also add or remove sections from your course by clicking on the + - button at the bottom of the page - 

Order your section/s

- You can move your sections up or down on the page by clicking and dragging on the small four-point arrow on the left hand side of each block. 

NOTE: This feature does not work in Internet Explorer. If having trouble, please switch to Mozilla Firefox which is the preferred browser for eLearn.

Hide section/s

- Click on the eye on the right side of a week/topic to hide it.
 -  - means the topic/week is shown.
 -  - means the topic/week is hidden.
- Go to student view and see your changes. You can access student view by clicking on **Switch role to...** in the settings block on the right hand side of the page.

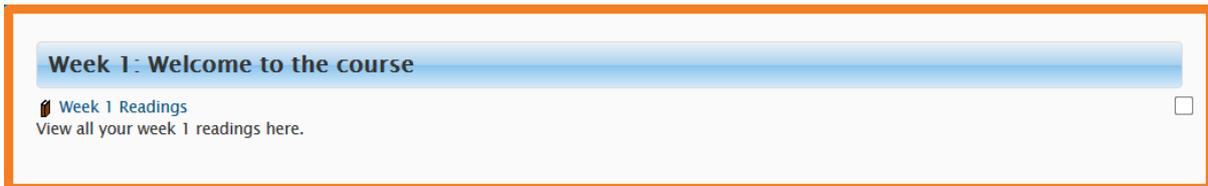
Highlight current section/s

Highlight the section you are currently on. This will put a border around it to let your students know this is where you are up to.

To highlight your section, click on the light bulb icon to the right of it - 

Your topic will now have an orange border around it.

To turn this back off, click again on the light bulb - 



Breadcrumbs



Within the Breadcrumbs bar, you can navigate through your eLearn course, see the course name, and also see what page of the course or of the system you are on. Also from here, you will see on the right is the **Turn editing on** button. This is one of the most important things of your course, and to do any work (or editing) within your course, this needs to be clicked to turn editing on.

Turn editing on

To make changes to your course you need to go into editing mode.

- Click on the **Turn editing on** button in the top right area of the screen. 
- Click this button again to **Turn editing off** and notice the differences. You should see a little hand with a pen in various positions on the screen. You will also see some symbols in the right hand side of the main column as well as the **Add an activity or resource** link in each of the sections.

Blocks

Order your blocks

The order of the blocks on your course are pre-determined in the system, however, you can moved them around to better suit what you would like your course to look like. To order your blocks, first editing must be on. Once on, you can either click on the small editing **hand**  or hover over the heading until you see the four-point arrow . Then click and drag the block to where you want it.

NOTE: This feature does not work in Internet Explorer. If having trouble, please switch to Mozilla Firefox which is the preferred browser for eLearn.

Add more blocks

You can add more blocks, and personalise blocks at any time. To add another block, you must first have editing turned on. Down the bottom of all of your blocks, on the far right of the screen, there is another block called **Add a block**. In the **Add** drop-down menu, choose the block you want.

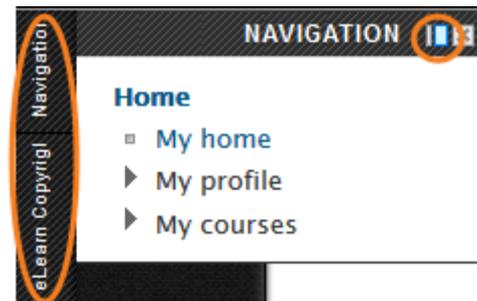
Dock your blocks

Are the blocks on the right of your page taking up too much page space? Do you have the scroll of death because of them? Do you want more room for your course content? You can now dock your blocks in eLearn which will minimize the blocks on the right hand side of your page, and move them to a narrow virtual bar on the left.

To dock your block, click on the icon in the top right corner of the block next to the block name. The docked blocks appear as vertical tabs along the left margin.



The docked block can expand into a menu with a click on the tab in the dock area. Clicking on the dock icon when a block is in the docked position, will move the block back to its original position.



Backing up and restoring your course

The process of backing up and restoring your course can be used for:

- Copying content from the current semester CRN to a new semester CRN, or
- Copying content from the Course Development Area to a current or new semester CRN so that students can access it.

The process begins with creating a Backup (or copy) of the course with the content you want. From here you will Restore (or paste) the content into a new course.

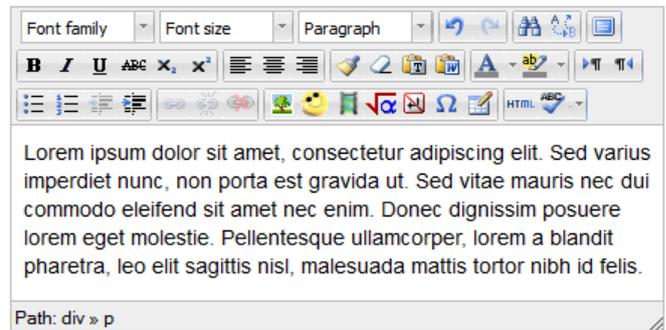
For a step-by-step guide on this process, please see

http://teacher.cit.edu.au/documents/elearn_guides/BackupRestore.pdf

Part C: Customise your eLearn course

Using the HTML Text Editor

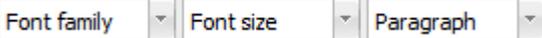
The text editor (sometimes referred to as the 'HTML editor') appears in the majority of pages in eLearn, and has many icons to assist you in entering content. Many of these icons and functions should be familiar to anyone who uses a word processor. Some examples of where you will see the text editor include: Editing Section headings, adding Labels, descriptions of an activity, writing an answer to a quiz question or editing the content of many blocks.



If at anytime you are unable to see the HTML editor, but just a blank box, click on the there may be a drop-down menu underneath it. Change this to HTML, save changes and go back in. This will make the HTML editor appear. If not, contact CIT Online Support for help.

The Toolbar

Row 1

-  - Font, size and heading group
-  - Undo and Redo group
-  - Find and Replace group
-  - Full screen toggle group

Row 2

-  - Text effects group
-  - Line format group
-  - Formatting group
-  - Colour group
-  - Paragraph tools group

Row 3

-  - Numbering, Bullets and indents group
-  - Links group
-  - Insert group
-  - HTML source toggle and spellchecker

Add a text heading

You will see that your eLearn course has several topic sections. Many teachers will choose to use a section/topic for each week of their subject. As with anything in the course, you must have editing turned on to edit.

- Click the small hand in the top left hand corner of the block  to be taken to the eLearn editor.
- To add your own topic name, de-select the **Use default section name** and fill in the **Section name**. If you wish to keep the default name, keep this option ticked, then add in whatever text and headings you choose in the Summary section below it.

Section name Use default section name

Once you click the **Save changes** button at the bottom. You will return to your course home page and see a result like the image below.



Add a banner heading

Some subjects have specific banners created for them to put at the top of their eLearn course. This gives the subject a defined header and lets students know what course they are in.

- Click the small hand in the top left hand corner of the block  to be taken to the eLearn editor.
- In the Summary section, choose the **Insert image** icon and find your image on eLR.

For more information on adding a Banner to your course, see http://teacher.cit.edu.au/documents/elearn_guides/AddaBanner.pdf

Add course identifying icon, image or text

A course identifying icon, image or text can make it easy for you and your students to identify your course in the course listing on eLearn. You can even link the text or image to the course.

<p>My elearn Course(My Course) Teacher: MARGARET ROBSON</p>	<p>Welcome to my eLearn course. Click on the course name to the left to enter this course.</p>	<p>← Use of text only</p>
<p>Sample Template(ST) Teacher: CATHERINE BAXTER Teacher: MARGARET ROBSON Teacher: SARAH SILVER</p>		<p>← Use of an image</p>

A detailed guide on adding a course identifying image can be found at: http://teacher.cit.edu.au/documents/elearn_guides/CourseIdentifyingImage.pdf

Add an Activity or Resource

To add any activities or resources in eLearn, you must first have editing turned on, which will give you access to the **Add an activity or resource** option at the bottom right of each section of your eLearn course.

+Add an activity or resource

From this menu, you can add any of the Activities or Resources to your eLearn course. Select one of the items to see more information about that activity or resource on the right hand side. Click **Add** to add it to your course.

Activities

Assignment

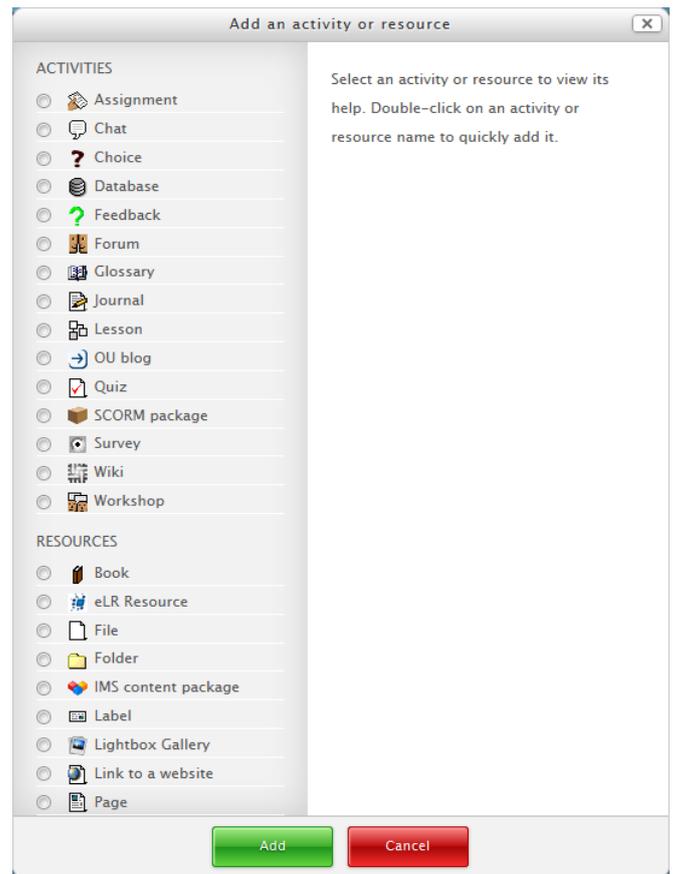
The assignment module allows teachers to collect work from students, review it and provide feedback, including grades. The work a student submits is visible only to the teacher and not to other students.

Students can submit any files, including word documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into a text field in eLearn. Or they can ask student to do both, upload a file or files and type text directly into eLearn. An assignment activity can also be set up not to accept any student submissions and serve as a reminder to students of a 'real-world' assignment they need to complete and to record grades in eLearn for activities that don't have an online component.

An assignment the option to enable 'available from' date before which no students can submit anything, and an 'available to' date, after which teachers can choose not to accept submissions any more.

Markers can choose to be notified every time a student submits an assignment, or only for late submissions. Markers can choose to give students feedback in the form of text or uploaded files.

A detailed guide on using the Assignment module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/Assignments.pdf



Chat



The chat activity allows participants to have a real-time discussion with peers and teachers in their eLearn course.

This is a useful way to get a different understanding of each other and the topic being discussed – using a live chat room is quite different from using the forums. The Chat activity contains a number of features for managing and reviewing chat discussions.

Choice



A choice activity is very simple – the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

A detailed guide on using the Choice activity can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/ChoiceActivity.pdf

Database



The database activity module allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things.

A detailed guide on using the Database activity can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/Databases.pdf

Dialogue



The Dialogue tool in eLearn enables you to exchange messages on a one – to – one basis with your students and keep a record of these exchanges. It enables you to send a message to all of your students at once and to enable students to send messages to each other.

A detailed guide on using the Dialogue tool can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/DialogueTool.pdf

Feedback



The Feedback module allows you to create and conduct surveys to collect feedback. It allows you to write your own questions, which are all non-graded questions. The Feedback activity is ideal for course or teacher evaluations.

A detailed guide on creating a CIT Subject Evaluation with the Feedback module can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/CITSubjectEvaluation.pdf

Forum

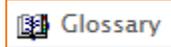


The forum module is an activity where students and teachers can exchange ideas by posting comments. There are four basic forum types. Forum posts can be graded by the teacher or other students.

A forum can contribute significantly to successful communication and community building in an online environment. You can use forums for many innovative purposes in educational settings, but teaching forums and student forums are arguably the two more significant distinctions.

A detailed guide on using the Forum module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/Forums.pdf

Glossary



The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary.

Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature highlights any words in the course which are located in the glossary.

A detailed guide on using the Glossary module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/GlossaryUsingtheGlossaryTool.pdf

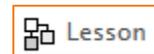
Journal



This module allows a teacher to ask students to reflect on a particular topic. The students can edit and refine their answer over time.

A detailed guide on using the Journal module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/Blogs_and_Journals.pdf

Lesson



The lesson module presents a series of web pages to the student who is usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the Lesson. In a Lesson page's simplest form, the student can select a continue button at the bottom of the page, which will send them to the next page in the Lesson.

A detailed guide on using the Lesson module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/Lesson.pdf

OU Blog



You might like to use the blog or journal tools in your course for:

- students to reflect on content that has been covered
- students to report on project milestones
- students to post a reflective diary

This is a space for all course participants to share and view each other's comments.

A detailed guide on using the OU Blog module can be found at:
http://teacher.cit.edu.au/documents/elearn_guides/Blogs_and_Journals.pdf



Quiz

The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of question types, including multiple choice, true/false, and short answer questions. These questions are kept in the question bank and can be re-used in different quizzes.

Quizzes can be configured to allow multiple attempts. Each attempt at a question is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers.

There are many ways to use a quiz.

- A wide variety of quiz reports (in addition to Grades) are available for use by the teacher. Quiz reports not only can focus on a single student's attempt to answer each question, but also can perform a robust item analysis of a question's validity based upon aggregated student responses.
- A single quiz can automatically select random and/or specific questions from different categories of questions.
- There are different options for scoring (marks-grades) individual questions in a specific quiz, grading attempts for a quiz and each question type.
- The quiz settings allow different display methods. They can randomize the questions for each student and or randomize the answers for each student.
- The teacher can determine the number of questions on each page of questions the student sees. The teacher can change the position of any question in the quiz. It is possible to put a label with information any place between questions.
- The teacher can choose how questions behave during the quiz. It can be like a classic test, where the student gets no feedback while attempting the test, only later. Alternatively, eLearn can reveal the grades and/or feedback to the student during the quiz, and perhaps even give them another chance to answer the question (for fewer marks) having read the feedback.

A detailed guide on using the Quiz tool can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/Quizzes.pdf

SCORM package



These are self-contained learning resources that are often set up as scenarios containing information and activities. Flexible Learning Toolboxes and Learning objects are SCORM packages.

Survey



The Survey module is a course activity that provides a number of verified survey instruments, including COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

Please note, you cannot write your own questions with the survey tool. Refer to the Feedback tool for a place to create your own questions.

Wiki



A wiki is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet.

Workshop



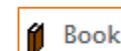
Workshop is a peer assessment activity with many options. Students submit their work via an on line text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work.

A detailed guide on using the Workshop module can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/WorkshopActivity.pdf

Resources

Book



The Book module makes it easy to create multi-page resources with a book-like format.

The book module allows you to have main chapters and sub chapters. This module is intended to be a simple resource for teachers and students.

The book module is not interactive. You can, however, link to choices, forums, websites and other eLearn resources or activities from within a book. Also, movies and images may be included in a book.

A detailed guide on using the Book module can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/Books.pdf

eLR Resource



Your files will be stored in eLR which is an eLearning Resources database. There are a few steps to uploading a file, however there are also benefits in that you will be able to search through your files, link to them from anywhere in your courses using the icons in the HTML editor and share these with your colleagues.

More guides on using eLR can be found on <http://teacher.cit.edu.au/htm/guides.html#eLRGuides>

Upload a file to eLR

Go into eLR

- Turn editing on.
- Choose **eLR resource** from the **Add an activity or resource** menu.
- Click on **Contribute**. 
- Click on **CIT Learning Resources**.
- Select **File**, **Add a resource** and **Browse** to find your file. Click **Next** then **Add** in the bottom right of that window.

Enter details about the file – Mandatory Fields

- Enter an **eLR Searchable Title**. Choose a name that identifies the file. E.g. “Subject Outline Semester 1 2012, Work Effectively with Others”.
- Select **All my own** for who created this content. If you did not create this file, choose the appropriate option. You will be prompted for more information on the file and its owner.
- Choose your Centre from the **CIT Centre** drop down list. CIT View will make the file available for all Centres’ at CIT. If you have chosen this step, skip the next two steps. If you have chosen your centre, continue.
- Choosing your Centre will make the file available for everyone in your Centre only and also give you a list of subjects to choose from.
- Choose your Subject/s. Click **Select terms**. You can now **Browse** for your Subject code, or in the **Search Terms** tab, you can search for your subject. Click on the **Select** next to your subject. You can narrow this down to the competencies, or you can choose the whole training package. Once you have selected your term/s, click **OK** down the bottom right.

Enter details about the file – Non-mandatory fields

- Choose your **Qualification Level**.
- Enter a few **Keywords for this item** that relate to the file. You can use these later to search for the file.
- Scroll back up the screen and click on **Save** then in the new window that appears, select **Submit for Moderation**.
- This screen is the review or metadata screen.

Add the resource to your course

- To select your file, click on **Select** next to the file name in the table at the bottom.
- In the right hand column, the selection table will show that you have selected 1 item. Click below on **View my selections** and **Confirm Selections** to add this to your course.

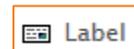


IMS content package



IMS is a body which helps define technical standards for various things, including e-learning material. The IMS Content Packaging specification makes it possible to store chunks of material in a standard format which can be re-used in different systems, without having to convert the material into new formats.

Label



A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very versatile resource and can help to improve the appearance of a course if used thoughtfully. Banners or descriptions may be added to labels to distinguish between and highlight different areas.

Lightbox Gallery

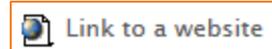


This resource allows you to create 'Lightbox' enabled image galleries within your eLearn course. As a course teacher, you are able to create, edit and delete galleries. Small thumbnails will then be generated, which are used for the thumbnail view of the gallery.

A detailed guide on using the Lightbox Gallery can be found at:

http://teacher.cit.edu.au/documents/elearn_guides/LightboxGallery.pdf

Link to a website



You can easily add a link to an external web page to your eLearn course without the need to know HTML.

- Choose **Link to a website** from the **Add an activity or resource** menu.
- Enter a name for the website in the **Name** field. i.e. ABC.
- Enter a web address (URL) in the **External link** field. i.e. <http://www.abc.net.au>
- Scroll down the screen and click on **Save and return to course**.

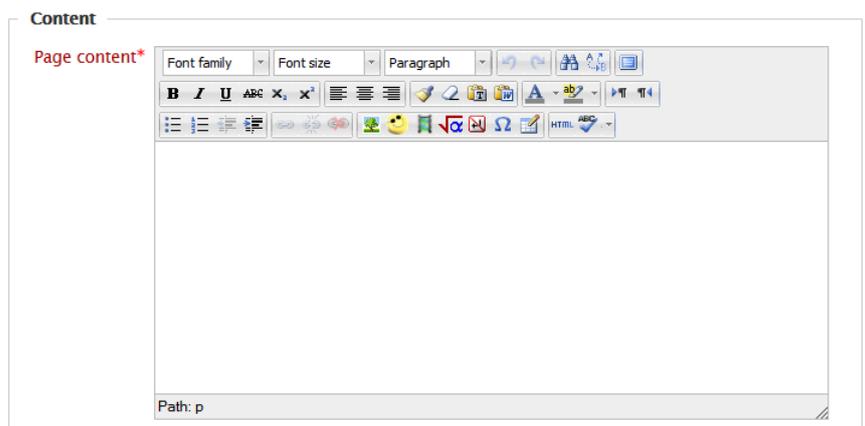
Page



A page resource creates a link to a screen that displays the content created by the teacher. The robust Text editor (also known as the HTML editor – see page 9) allows the page to display many different kinds of content such as plain text, images, audio, video, embedded code or a combination of all these.

Choose **Page** from the **Add an activity resource** menu.

- Type in a **Name** and **Description** for the page.
- Type your information in to the editor in the window **Page content**. You can format it using the editor buttons.
- When you have finished click on **Save and return to course**.



Add Link to a YouTube or TeacherTube video

There are a number of ways that you can link to a YouTube or TeacherTube video.

One way is to embed a link into the front page of your course using a Label. You can also embed within a Page, a Book, an Assignment, or anything that has the HTML Text Editor.

- Go to <http://www.youtube.com> or <http://www.teachertube.com> and search for a video.
- Display the video and click on the **Share** link below.
- Click on **Embed** and you will get a box with a code in it. Select and copy this code.
- Return to eLearn and choose within the HTML text editor choose the HTML icon  to enter HTML mode.
- Paste in the code and click **Update**.
- Scroll down the screen and click on **Save and return to course**.

Part D: Participants

View your Participants List

From your Navigation block, under your course name, click on **Participants**.

This will give you a page with all the participants, teachers and students within your course. You can click on a user to view their profile, reports and message the whole course using the options at the bottom.

Monitor Learner Progress

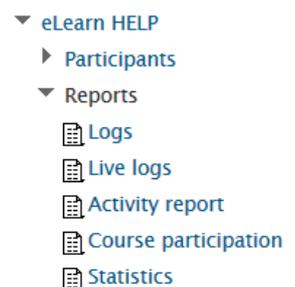
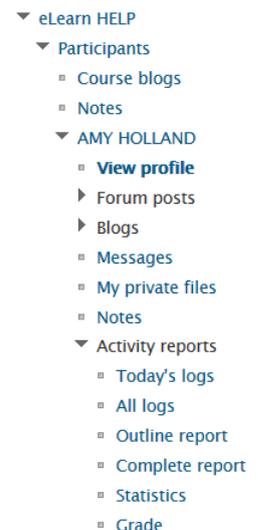
You can access reports which give you detailed logs and participation reports of student activity.

Specific Student Activity Reports

From a student's profile, back in the Navigation block, and under the students' name, you will see **Activity Reports**. Click on **Activity Reports** to expand this menu and view all the different reports available to you for this student.

Whole Course Reports

From the Navigation block, under your course name, click to expand **Reports**. From here you can view multiple logs and statistics on your course and your students participation within the course.



Online Support

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